

## **DEPUTY CLERK ASSISTANT SUPERVISOR FAMILY COURT/EPO**

### **Position Purpose**

Responsible for assisting the Circuit Court Clerk in performance of constitutional duties including day to day supervisory duties; This position exists only in counties with 50 or more FTE's and have more than 10 FTE's in a division or shift.

### **Examples of Duties**

- Day-to-day supervision of deputy clerks usually within a specific division
- Approve and manage timesheets of all assigned deputy clerks
- Formulate job assignments for deputy clerks and adjust daily scheduling as needed
- Answer questions and train deputy clerks on specific job procedures
- Attend court and serve as a bench clerk as needed
- Entry of accurate data into KY Court of Justice case management system
- Process error reports and make appropriate corrections to cases
- Troubleshooter; assist with researching and correcting errors
- File and retrieve legal documents and court records
- Notifies counsel of record/parties as necessary
- Assist public concerning the status of court cases
- Collect fines and fees as necessary
- Perform other duties as assigned

### **Knowledge, Skills and Abilities**

- Ability to plan, organize and coordinate schedules
- Ability to establish goals and priorities
- Ability to exercise judgment and discretion
- Ability to perform research and write reports
- Ability to multi task and work with others on common tasks
- Ability to understand and follow instructions
- Ability to concentrate
- Skill in the use of computers, software and other office equipment
- Skill in exercising tact and diplomacy
- Skill in oral and written communication
- Effective interpersonal, organizational, time management and technical skills
- Competent in the use of Microsoft Office products (Word, Excel, PowerPoint, Access)

### **Minimum Requirements**

**Education/Certification:** High School graduate or GED

**Education Substitution:** None

**Required Knowledge/Experience:** **Four (4) years related experience and/or four years as a Deputy Clerk**

### **Physical Demands**

Requires the ability to communicate effectively using speech, vision and hearing. Also work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull weights up to 20 pounds

### **Contact Information**

Lisa L. Dorsey, Human Resources Director

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*Division: Jefferson County Circuit Court Clerk, Family Court/EPO*

*Job Code: 851*

*Tenured: Yes*

*Position Grade: 8*

*Entry Level Salary: \$2294.25/monthly minimum (Includes shift differential)*

**Equal Opportunity Employer**